

Job Description

Roots to Excellence - Mentor

Working hours	Part-time, Saturdays + additional planning as required
Salary	Weekly rate £75.00
Pension scheme	Local Government Pension Scheme
Start date	September 2025
Contract term	Permanent
Line manager	Programme Manager
Interview date	14th July

Job Purpose

The Roots to Excellence Mentors will play a key pastoral and leadership role in the Saturday School, ensuring that young people receive the support they need to thrive both academically and personally. They will be the main pastoral support for students on Saturdays, with a particular focus on those who are highly vulnerable or have higher-level needs.

The Mentors will also help develop and lead the Sixth Form mentors, ensuring they are equipped to provide high-quality support and guidance. Additionally, they will take a leading role in the leadership aspect of the programme, delivering sessions that focus on leadership, culture, and personal development.

Key responsibilities:

Pastoral Support & Mentoring

- Act as the main pastoral lead during Saturday School sessions, providing support and guidance to students.
- Personally mentor highly vulnerable students and those with significant needs, ensuring they receive tailored support.
- Work with students to help build their confidence, self-esteem, and resilience.
- Provide emotional and wellbeing support, acting as a trusted adult that students can turn to.
- Identify safeguarding concerns and escalate appropriately, following Roots to Excellence's safeguarding procedures.

Support & Development of Sixth Form Mentors

- Work closely with the Programme Manager to develop and support LAET Sixth Form mentors.
- Help train and guide Sixth Form mentors, ensuring they understand their role and responsibilities.
- Provide ongoing coaching and feedback to Sixth Form mentors to help them develop their leadership and mentoring skills.

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- Act as a point of contact for Sixth Form mentors, offering support when they face challenges.

Academic & Leadership Development

- Provide support during academic sessions, ensuring students stay engaged and on track.
- Lead on delivering the leadership, cultural, and personal development curriculum, helping young people develop key life skills.
- Foster a positive and aspirational learning environment, encouraging students to take ownership of their personal growth.

Teamwork & Ethos

- Work collaboratively as part of the Roots to Excellence team, maintaining a strong commitment to the programme's ethos and values.
- Support the smooth running of Saturday sessions, assisting with logistics and student engagement.
- Contribute to a culture of respect, inclusion, and empowerment, ensuring that all young people feel valued and supported.

For further details on the position, please see the sections below for a detailed person specification, general responsibilities of LAE Tottenham staff members and general terms of the role.

Part 1 - Person specification

Essential professional criteria	How these will be confirmed
<p><u>Qualifications</u></p> <p>Strong A-Levels, or equivalent</p>	<p>Sight of original exam certificates / academic qualifications will be requested</p>
<p>Pastoral & Mentoring Experience:</p> <ul style="list-style-type: none"> • Experience working with young people, particularly those from Black Caribbean backgrounds. • Proven ability to provide pastoral support, mentoring, and emotional wellbeing support. • Understanding of the challenges faced by highly vulnerable young people and how to support them effectively. 	<p>Confirmation of former relevant employment will be requested</p> <p>To be tested and discussed at the interview stage</p>



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Leadership & Mentoring Development:

- Experience in mentoring or coaching young people, preferably in an educational or community setting.
- Ability to train, guide, and support Sixth Form mentors, helping them to be effective role models.

Academic & Leadership Support:

- Experience delivering leadership, cultural, or personal development programmes for young people.
- Ability to engage students in discussions about identity, culture, leadership, and personal growth.
- Comfortable supporting students during academic sessions, helping them stay focused and motivated.

Strong Interpersonal & Communication Skills:

- Ability to build positive relationships with young people, staff, and families.
- Excellent communication skills, both written and verbal.
- Ability to motivate and inspire young people to reach their potential.

Commitment & Teamwork:

- A strong commitment to the values and ethos of Roots to Excellence.
- Ability to work collaboratively within a team to ensure the success of the programme.
- Willingness to be flexible and proactive in supporting young people's needs.

There will be opportunities at interview to discuss experiences and examples that demonstrate these

Referees will also be asked about these skills and qualities



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Desirable professional criteria	How these will be confirmed
<p><u>Knowledge/Experience</u></p> <ul style="list-style-type: none"> ● Experience working in youth work, education, or pastoral support. ● Knowledge of safeguarding procedures and best practices in working with young people. 	<p>There will be opportunities at interview to discuss experiences and examples that demonstrate these</p>

Part 2 – Further information

General responsibilities as a member of LAE Tottenham staff

- To promote a culture of aspiration for all of our students
- To be supportive and understanding of the differing needs of young people
- To play a full part in the CPD programme, including prior to the start of the academic year
- To take part in evening and weekend events as appropriate
- To model intellectual rigour and a can-do attitude
- To support an atmosphere of openness and honesty
- To care for all other members of the school community
- To show a genuine passion for social mobility

Other Information

- This Job Description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete particular duties.
- The Job Description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post.
- This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This Job Description may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.
- The post holder may deal with sensitive material and should maintain confidentiality in all school related matters.
- This role will involve flexibility in terms of working hours and days to be discussed at interview.

